

**Road Department Heavy Equipment Operator/Grader Operator
- based out of Harlem**

Blaine County has an opening in the Road Department for a Heavy Equipment Operator/Grader Operator (based out of Harlem). Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on Friday, November 13, 2020.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Heavy Equipment/Grader Operator

DEPARTMENT: Road Department Based out of Harlem

ACCOUNTABLE TO: Road & Bridge Supervisor

SUMMARY OF WORK:

Employee will operate heavy equipment, trucks, and a grader. Employee will be responsible for general maintenance of equipment, including complete service of all equipment. Employee may be responsible for basic repair of equipment. Employees may be required to perform other kinds of jobs/work at the discretion of the Road & Bridge Supervisor.

JOB CHARACTERISTICS:

Nature of work: Work includes manual labor to operating heavy equipment.

Work week is 40 hours per week. At times, work may occur in adverse weather conditions including heat and cold. Limited overtime may be necessary to complete some projects. All overtime is up to the supervisor.

Personal Contacts: Daily contact with Road & Bridge Supervisor, other employees, and the public.

Supervision Received: Supervision from the Road & Bridge Supervisor in the form of frequent contact by face to face or telephone as needed.

JOB REQUIREMENTS:

Knowledge: This position requires advanced knowledge of roadway construction and heavy equipment used. Employee will have considerable knowledge of hazards, safety practices, signing, safety of work zone areas, snow removal practices and procedures, equipment maintenance and repair.

Skills: This position requires skills in operating heavy equipment to build and maintain county roads. The position requires some heavy lifting, 50 pounds or more.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a High School Diploma. Employee must possess valid State of Montana driver's license with Commercial Endorsement, Type 2, Class A, or be able to obtain such a license within 90 days of employment. Must be able to pass substance abuse testing, both pre-employment and random.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Competently operates heavy equipment
- Responds in a timely manner to orders
- Maintains accurate and timely daily records
- Deals tactfully and courteously with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with supervisor, fellow employees, and the public

WORKING CONDITIONS:

- Moderate walking, standing, climbing, lifting heavy objects at times, carrying, stooping bending, kneeling and reaching.
- Be able to lift a minimum of 75 pounds.
- Work in different weather conditions; hot and cold inside and outside, with bugs and in rain, snow, sleet or the wind.
- Frequent exposure to exhaust fumes, welding fumes, gas and diesel fumes.
- Be around moving vehicles and heavy machinery.

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Position Fact Sheet

Work Week:	Monday-Thursday 7:00 a.m. to 5:30 p.m., may be modified at supervisor's discretion.
Salary:	\$20.69 per hour; \$43,035.20 annually
Health Insurance:	Employee single rate insurance premium paid by the County. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months